

making a **planning application** online

When submitting a planning application online there are a number of things that you can do to help us process the application quicker

Tick when completed

- | | | | |
|---|--------------------------|--------------------------|---|
| Check your application thoroughly before submitting it | <input type="checkbox"/> | <input type="checkbox"/> | Do not scan A1 drawings to A3 as it loses the scale |
| Try to use black text only – colours can lose clarity if printed | <input type="checkbox"/> | <input type="checkbox"/> | Ensure that no individual file is larger than 5MB |
| Put a scale, scale bar and paper size on your drawings and use paper no larger than A3 | <input type="checkbox"/> | <input type="checkbox"/> | Format documents and drawings into PDF – as it is difficult for us to deal with jpeg files |
| Clearly mark any revised drawings/extra documents and send via email or post to addresses below | <input type="checkbox"/> | <input type="checkbox"/> | Include your Planning Portal reference number and/or site address if you are paying by cheque |
| Include drawing numbers AND dates on your drawings | <input type="checkbox"/> | <input type="checkbox"/> | Provide paper copies of documents/drawings for large scheme proposals if you are able |

**ALWAYS remember to quote
your reference number**

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